



MINIATURE GOLF GROUP RESERVATION

Event Name: _____

Applicants Name: _____

Organization: _____

Address: _____

Phone Numbers: Work _____ Home _____ Fax _____

(Check one) City Resident: ☐ Nonresident: ☐ (Check one) Commercial: ☐ Non-Commercial: ☐

Date(s) reserving:

Date _____ # of people _____ Time: _____

Date _____ # of people _____ Time: _____

Date _____ # of people _____ Time: _____

RECREATIONAL OPPORTUNITIES:** per person when 25 or more passes are purchased

Indicate number of passes requested

- _____ \$2.50 Miniature Golf (One round of miniature golf)
- _____ \$3.50 Miniature Golf (unlimited play)
- _____ \$5.50 Park Pass (unlimited miniature golf and Water Park access)

A limited number of passes are sold daily and some restrictions apply. To receive group rates, passes must be purchased in advance.

Applicant/organization accepts responsibility to abide by all procedures outlined in the Miniature Golf Group Reservation Program" document and understands penalties associated with not abiding by these stipulations. The applicant furthermore agrees to indemnify and hold harmless the City and its agents against any and all losses, injuries or damages to any person or thing that shall arise from the applicant's use of the Miniature Golf Facility at Bohrer Park, Summit Hall Farm.

Date of this request : ____/____/____ Signature of Applicant _____

For Recreation Staff Use Only:

Date received: _____ By: _____

Security deposit due: \$ _____ Amount received: \$ _____ Date received: _____

☐ Cash ☐ Check # _____ Visa/MC # _____ Exp. ____/____

Cardholder name (please print) _____

\$ _____ Mini Golf (one round) \$ _____ Mini Golf (unlimited) \$ _____ Park pass \$ _____ **Total Fees**

☐ Cash ☐ Check # _____ Visa/MC # _____ Exp. ____/____

Cardholder name (please print) _____

Mail deposit refund to:

Date refund requested: _____

Amount: \$ _____

☐ Check ☐ Credit

Name _____

Address _____

City/State/Zip _____



GROUP RESERVATION PROGRAM POLICIES AND PROCEDURES

The City of Gaithersburg welcomes the opportunity to serve you as a reservation patron at the Miniature Golf Facility. Please read these guidelines in their entirety for important information pertaining to reservation use.

Group Minimum

The minimum number required to qualify for the group rate is 25. The Licensee will be required to pay for 25 people even if the number is below 25. In the case of groups 35 or larger, a variance of plus or minus 10 shall be tolerated. In this instance, the licensee will be charged for the actual number in the party. In the case of groups that exceed their reserved number by more than 10, entrance to the facility may be denied to the extra persons. In the case of groups that fall short of their reserved number by more than 10, they will be charged for their reserved number minus 10.

Facility Use Application

All groups wishing to use the Miniature Golf Course must complete a facility use application. This is an application, not a binding contract to reserve the facility. Applications are available at the Activity Center or can be mailed, faxed or e-mailed or by calling 301-258-6350. PLEASE UNDERSTAND THAT YOUR REQUEST IS NOT OFFICIALLY CONFIRMED OR BOOKED UNTIL A DEPOSIT HAS BEEN ACCEPTED, AND YOU RECEIVE YOUR COPY OF THE APPROVED FACILITY USE PERMIT. You must be at least 21 years of age to sign a permit, and the person signing the permit must be in attendance at the reserved event. If two or more groups wish to reserve the facility on the same day and time, the permit will be processed and reservations confirmed on a first-come, first-served basis.

User's Responsibilities

At the conclusion of the event, users must clean off tables and chairs, i.e., remove all food products, paper products, etc., and deposit all trash in the trash can. Failure to adhere to any or all of the policies may result in the reservation group being asked to leave the facility, forfeiture of deposit, and loss of future reservation privileges.

Revoking of Applications, Refusal of Future Reservation

The City of Gaithersburg reserves the right to revoke a user's permit and/or refuse reservation for any or all the following:

1. Reservation patrons are not conducting an event in an orderly manner.
2. Damage is done to the Miniature Golf Facility.
3. The reservation patrons repeatedly do not adhere to user's responsibilities.
4. If the City feels that a group's event is detrimental to the well being of the Miniature Golf staff or patrons.

The City also reserves the right, at all times to cancel any license, alter the schedule, or close the facility when it is deemed necessary for the health, welfare, or safety of patrons, or other good cause (inclement weather).

Reservation/Security Deposit

In order to reserve your group, a deposit must accompany a completed Facility Use Permit. The amount of the deposit will be \$50. Deposit may be made by personal check, money order, cash, certified check or credit card payment. Damages to the Miniature Golf Facility, or insufficient clean-up will be subtracted from the security deposit. If damage is determined to be more than the security deposit, the group will be billed. The City of Gaithersburg reserves the right to charge a higher deposit for special group reservations.

Payments

Reservation fees are due the day of admission. A \$25 collection fee will be assessed for any check returned by the bank. If your check remains unpaid after 30 days notice, you may be prosecuted in District Court under the Maryland Criminal Code, Article 27, Section 140-144.

Refunds/Cancellation

Security deposits will be forfeited if a reservation is cancelled less than 15 days before the event. If reservation is cancelled prior to 15 days before the event, the security deposit will be refunded minus a \$25 processing fee. Please allow 15 days following the date of the event for return of a security deposit that was paid by check, cash or money order. Deposits made by credit card will be credited within five business days of the event.

Alcoholic Beverages and Smoking

No alcoholic beverages are allowed at The Miniature Golf Facility and smoking is prohibited.

Weather

In case of inclement weather, a mutual decision will be made on the day in question and no penalty will be assessed if the licensee, prior to their expected arrival time contacts The Miniature Golf Facility.

Adult Supervision

The permit holder agrees to provide adult supervision for its group in the following ratio: one adult for every 15 children age six and over, and one adult for every 10 children age five and under. Failure to provide sufficient adult supervision will result in the group being denied entry and forfeiture of the security deposit.

The permit holder and its participants agree to abide by the golf course operating regulations issued by the City, and acknowledge that they have received a copy of said regulations prior to execution hereof.